

Sanitized - Approved For Release : CIA-RDP54-00177A000100110008-3

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Services Officer

FROM : Assistant Deputy Services Officer

SUBJECT: Monthly Report for August 1949.

DATE: 7 September 1949

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During the past month a fire inspection survey was conducted of the [REDACTED] Warehouse and findings and recommendations pertaining thereto were furnished to individuals concerned for appropriate action.

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Due to the increase in cargo operations and a greater amount of this activity being centered at the [REDACTED] Warehouse, personnel and equipment required to accomplish the work flow have been transferred from the [REDACTED] Warehouse to the [REDACTED] Warehouse.

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Quantities of items on requisitions submitted for each commodity of supplies in stock are being prepared in accordance with the established formula for replenishment of stock items. Approximately 75% of all items maintained in stock have been assigned stock levels as set forth in the formula mentioned above. Continuous efforts will be made to complete this assignment during the ensuing month.

During the month of September, it is contemplated that a complete security inspection will be conducted of the [REDACTED] Warehouse area by representatives of this office and the Physical Security Division to determine that all measures are being provided for in securing the area concerned. Subsequently thereafter, a medical survey and safety survey will be conducted for the purpose of recommending means of eliminating conditions which may create bodily harm to personnel and damage to government property. Upon completion of all surveys of the [REDACTED] Warehouse area similar surveys will be made of the [REDACTED] Warehouse.

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[REDACTED]

Assistant Deputy Services Officer

VOLUME:

Procurement Section

1. Requisitions:

Total number received.....	526
Pending bids, clearance, etc.....	61
Held without action.....	16
Pending information to complete action.....	10
Total number of requisitions completed.....	439

2. Purchase Orders:

Prepared and issued.....	933
Pending encumbrance.....	30
Total amount expended.....	\$130,080.33
Petty cash & Printing and Binding estimates.....	8,506.25
Total expenditures.....	\$138,586.58

Contract Section

	Vouchered	Unvouchered
1. Contracts completed		
Supply.....9	\$24,040.39	\$1,150.00
Service.....2	1,048.50	
Lease.....0		
2. Amendments to Contracts completed		
Supply.....8	103,000.00	5,512.00
Service.....0		
Lease.....0		
3. Contracts Pending		
Supply.....5		
Service.....0		
Lease.....1		
4. Amendments to Contracts pending		
Supply.....2		
Service.....13		
Lease.....4		
5. PBA Agreements completed		
Supply.....7	1,400.00	
Service.....1	216.00	
Lease.....0		
6. Total authorized obligations....	\$137,366.89	

Storage and Issue Section:

1. Requisitions:

Received during month.....	1,073
Completed.....	1,207
Balance on hand.....	36

Storage and Issue Section (continued)

Account #1 - Signal Supply Account.....	219
Account #2 - Office Supplies.....	352
Account #3 - Office Equipment.....	351
Account #4 - Operational Supply Account.....	119
Account #5 - Medical Supply Account.....	22
Account #6 - General Supplies.....	10

2. Cargo and Domestic Shipments

Requests.....	189
Shipments accomplished.....	171
Total Weight shipped.....	411,644
Total number of cases shipped.....	896

3. Miscellaneous

Moving and relocation of equipment in CIA buildings.....	50
Man-hours required.....	2140

4. Identification Control Cards

Postings.....	310
Inventories processed.....	3

5. Typewriter Maintenance and Repairs

Requisitions received during month.....	84
Requisitions completed during month.....	78
Requisitions on hand.....	26
Overhaul and shop work.....	96
Service calls.....	80
Total number of machines repaired.....	176